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10 January 1955

MEMORANDUM FOR: Deputy Director (Administration)

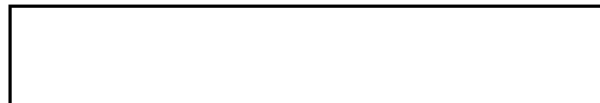
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SUBJECT: Proposed Regulation Electric Accounting
Machine Services for Administrative Activities
(Job #235-TT)

1. Subject regulation is submitted herewith for authentication.
2. This regulation is proposed to inform the various components of the Agency with respect to the services provided by the Machine Records Division, Office of the Comptroller. It also prescribes procedures for the submission of requests for the application of work requirements in the administrative field to electrical accounting machine methods.
3. The Comptroller initiated this regulation and concurrences have been obtained from the following:

Office of the Deputy Director (Plans)
Office of the Deputy Director (Intelligence)
Office of Communications
Office of Personnel
Office of Training
Office of the General Counsel
Logistics Office
Security Office
Inspector General

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Attachment:



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